



Theatre Blacks

PROFESSIONAL PERFORMANCE TRAINING

STUDENT HANDBOOK POLICIES & PROCEDURES

www.theatreblacks.com

info@theatreblacks.com

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COURSE SUMMARIES

Dance Courses

COURSE OPTIONS

CUA20113 Certificate II in Dance

- *Part Time: 6 Months*

CUA40113 Certificate IV in Dance

- *Part Time: 1 Year*

CUA50113 Diploma of Dance

- *Part Time: 2 Years*
- *Full Time: 1 Year*

Advanced Diploma in Performing Arts (Commercial Dance) 52781WA

- *Part Time: 3 Years*
- *Full Time: 2 Years*

COURSE HOURS

Part Time

Tuesdays and Thursdays 6:00pm - 10:00pm
Sundays 9:00am - 2:00pm

Full Time

Tuesdays and Thursdays 1:00pm - 10:00pm
Sundays 9:00am - 2:00pm

(Later in the term, Dance Students may be required until 4:30pm on a Sunday for showcase rehearsals)

COURSE SUBJECTS

Regular classes include:

- Jazz Technique
- Tap Technique
- Lyrical
- Theatre Jazz
- Contemporary
- Commercial Jazz
- Acrobatics
- Tap Choreography
- Body Conditioning
- Acting & Accents
- Classical Technique
- Audition Skills

Musical Theatre Courses

COURSE OPTIONS

CUA20215 Certificate II in Creative Industries (Musical Theatre)

- *Part Time:* 6 Months

CUA40213 Certificate IV in Musical Theatre

- *Part Time:* 1 Year

CUA50213 Diploma of Musical Theatre

- *Part Time:* 2 Years
- *Full Time:* 1 Year

Advanced Diploma in Performing Arts (Musical Theatre) 52781W

- *Part Time:* 3 Years
- *Full Time:* 2 Years

COURSE HOURS

Part Time

Tuesdays and Thursdays 6:00pm - 10:00pm
Sundays 11:00am - 7:00pm

Full Time

Tuesdays and Thursdays 1:00pm - 10:00pm
Sundays 11:00am - 7:00pm

COURSE SUBJECTS

Regular classes include:

- Jazz Technique
- Acrobatics
- Body Conditioning
- Classical Technique
- Solo Repertoire
- Ensemble Voice
- Tap Technique
- Theatre Jazz
- Commercial Jazz
- Tap Choreography
- Acting & Accents
- Audition Skills

Combined Musical Theatre & Dance Courses

COURSE OPTIONS

Students may enrol in both a Dance & a Musical Theatre course at the same time. Every semester studied is counted towards both enrolled courses.

For example, a student may enrol in both the Diploma of Musical Theatre and Certificate IV in Dance. If they are studying part time, the Certificate IV will be completed after one year, and the Diploma will be completed after the second year.

CUA20113 Certificate II in Dance &
CUA20215 Certificate II in Creative Industries (Musical Theatre)
- Part Time: 6 Months

CUA40113 Certificate IV in Dance & CUA40213 Certificate IV in Musical Theatre
- Part Time: 1 Year

CUA50113 Diploma of Dance & CUA50213 Diploma of Musical Theatre
- Part Time: 2 Years
- Full Time: 1 Year

Advanced Diploma in Performing Arts (Commercial Dance) 52781WA &
Advanced Diploma in Performing Arts (Musical Theatre) 52781W
- Part Time: 3 Years
- Full Time: 2 Years

COURSE HOURS

Part Time

Tuesdays and Thursdays 6:00pm - 10:00pm
Sundays 9:00am - 7:00pm

Full Time

Tuesdays and Thursdays 1:00pm - 10:00pm
Sundays 9:00am - 7:00pm

COURSE SUBJECTS

Regular classes include:

- Jazz Technique
- Lyrical
- Acrobatics
- Body Conditioning
- Classical Technique
- Solo Repertoire
- Ensemble Voice
- Tap Technique
- Contemporary
- Theatre Jazz
- Commercial Jazz
- Tap Choreography
- Acting & Accents
- Audition Skills

UNIT LISTS

Certificate IV in Dance (CUA40113)

Units of Competency

CUAWHS401 Apply movement and behavioural principles to physical conditioning

CUADAN306 Increase depth of ballet dance technique

CUADAN403 Develop expertise in jazz dance technique

CUADAN407 Develop expertise in dance performance technique

CUAPRF409 Perform in a musical theatre ensemble

CUADAN405 Develop expertise in street dance technique

CUADAN409 Develop expertise in contemporary dance technique

CUADAN303 Develop dance partnering techniques

CUACIR301 Perform basic on-ground acrobatic techniques

CUAPRF404 Refine movement skills for performance

CUAPRF405 Rehearse technique for performance

CUAPRF402 Develop conceptual and expressive skills as a performer

CUACHR403 Develop choreography skills

CUAPPR404 Develop self as artist

Diploma of Dance (Elite Performance) (CUA50113)

Units of Competency

CUAWHS501 Maintain a high level of fitness for performance

CUAWHS403 Apply anatomy and nutrition principles into skill development

CUADAN501 Refine ballet technique

CUADAN502 Refine ballet performance skills

CUADAN412 Develop dance techniques for musical theatre

CUADAN508 Develop expertise in allied contemporary dance techniques

CUADAN505 Refine contemporary dance technique

CUADAN507 Refine dance partnering techniques

CUAPRF501 Refine Performance Techniques

CUACHR501 Create and Perform complex dance pieces

CUACHR403 Develop choreography skills

BSBCRT501 Originate and develop concepts

CUAPRF410 Develop on-camera performance skills

CUAPPR502 Develop own sustainable professional practice

CUAIND402 Provide Services on a Freelance Basis

CUAPRF501 Prepare for performances in a competitive environment

CUAMUP501 Apply theatrical make-up and hair styles

Advanced Diploma in Performing Arts (Commercial Dance) 52781WA

Units of Competency

CORE

- 1 CUSVOS302 Develop vocal techniques for use in performance
- 2 PERCOR401A Increase depth in corporate techniques
- 3 CUAWHS402 Participate in gym and weight training for performances
- 4 CUAIND402 Provide services on a freelance basis
- 5 CUAWHS403 Incorporate anatomy and nutrition principles into skill development
- 6 CUAPRF407 Develop expertise in musical theatre techniques
- 7 CUADAN403 Develop expertise in jazz dance technique
- 8 CUAMUP501 Apply theatrical make-up and hairstyles
- 9 CUAPRF503 Prepare for performances in a competitive environment
- 10 CUAWHS501 Maintain a high level of fitness for performance
- 11 CUAPRF501 Refine performance techniques
- 12 CUAIND601 Work professionally in the creative arts industry
- 13 PERCOR602A Extend corporate skills to a professional level
- 14 PERAUD601A Develop professional audition techniques
- 15 PERSNG601A Extend ensemble singing techniques to a professional level
- 16 PERACT601A Extend ensemble acting techniques to a professional level

ELECTIVES

Group A

CUADAN410 Develop expertise in tap dance technique

Group B

CUADAN507 Refine dance partnering techniques

SPECIALISED UNITS

- 1 CUAACT301 Develop basic acting techniques
- 2 CUAVOS301 Use singing and music in performance
- 3 CUADAN405 Develop expertise in street dance technique
- 4 CUADAN505 Refine contemporary dance technique
- 5 CUADAN610 Extend allied contemporary dance technique to a professional level
- 6 CUACHR501 Create and perform complex dance pieces
- 7 CUADAN608 Extend Contemporary dance performance skills to a professional level
- 8 CUADAN607 Extend Contemporary dance techniques to a professional level
- 9 PERJZZ601A Extend Jazz dance techniques to a professional level
- 10 PERLYR601A Extend lyrical dance techniques to a professional level

GROUP D

CUADAN501 Refine ballet technique

GROUP E

CUACIR301 Perform basic on ground acrobatic techniques

Certificate II in Creative Industries (Musical Theatre) (CUA20215)

Units of Competency

BSBWOR203 - Work effectively with others

CUAIND201 - Develop and apply creative arts industry knowledge

BSBWOR202 - Organise and complete daily work activities

CUAACT301 - Develop basic acting techniques

CUAMPF102 - Develop ensemble skills to perform simple musical parts

CUAWHS302 - Apply work health and safety practices

BSBWOR204 - Use business technology

CUADAN201 - Develop basic dance techniques

CUAPRF201 - Prepare for performances

CUAMPF101 - Develop skills to play or sing music

Certificate IV in Musical Theatre (CUA40213)

Units of Competency

CUAWHS401 Apply movement and behavioural principles to physical conditioning

CUADAN403 Develop expertise in jazz dance technique

CUAPRF407 Develop expertise in Musical Theatre Techniques

CUADAN412 Develop dance technique for musical Theatre

CUADAN507 Refine dance partnering techniques

CUADAN303 Develop dance partnering techniques

CUACIR301 Perform basic on-ground acrobatic techniques

CUAVOS401 Develop singing techniques for musical theatre

CUAVOS403 Develop vocal techniques for musical theatre

CUAMPF407 Develop vocal techniques

CUAPRF408 Perform solo in a musical theatre context

CUAPRF409 Perform in a musical theatre ensemble

CUAVOS301 Use singing and music in performance

CUAACT301 Develop basic acting techniques

CUAACT401 Use a range of acting techniques in performances

CUAACT402 Develop acting techniques for musical theatre

CUAPPR404 Develop self as artist

CUAPRF304 Develop audition techniques

CUAMLT301 Develop and apply aural perception skills

Diploma of Musical Theatre (CUA50213)

Units of Competency

- CUAWHS501 Maintain a high level of fitness for performance
- CUAWHS403 Incorporate anatomy and nutrition principles into skill development
- CUADAN507 Refine dance partnering techniques
- CUADAN412 Develop dance techniques for musical theatre
- CUAACT402 Develop acting techniques for musical theatre
- CUAACT404 Develop specialist acting techniques for musical theatre repertoire
- CUAMUP501 Apply Theatrical Makeup and Hairstyles
- CUAMPF407 Develop vocal techniques
- CUAVOS402 Develop specialist singing techniques for musical theatre repertoire
- CUAIND402 Provide Services on a Freelance Basis
- CUAPPR502 Prepare own sustainable professional practice
- CUAPRF601 Extend musical theatre performance techniques to a professional level
- CUAPRF501 Refine Performance Techniques
- CUAPRF504 Refine musical theatre techniques
- CUSMLT501 Refine aural-perception skills

Advanced Diploma in Performing Arts (Musical Theatre) 52781WA

Units of Competency

CORE

- 1 CUSVOS302 Develop vocal techniques for use in performance
- 2 PERCOR401A Increase depth in corporate techniques
- 3 CUAWHS402 Participate in gym and weight training
- 5 CUAWHS403 Incorporate anatomy and nutrition principles into skill development
- 6 CUAPRF407 Develop expertise in musical theatre techniques
- 7 CUADAN403 Develop expertise in jazz dance technique
- 8 CUAMUP501 Apply theatrical make-up and hairstyles
- 9 CUAPRF503 Prepare for performances in a competitive environment
- 10 CUAWHS501 Maintain a high level of fitness for performance
- 11 CUAPRF501 Refine performance techniques
- 12 CUAIND601 Work professionally in the creative arts industry
- 13 PERCOR602A Extend corporate skills to a professional level
- 14 PERAUD601A Develop professional audition techniques
- 15 PERSNG601A Extend ensemble singing techniques to a professional level
- 16 PERACT601A Extend ensemble acting techniques to a professional level

Group A

CUADAN410 Develop expertise in tap dance technique

Group B

CUADAN507 Refine dance partnering techniques

SPECIALISED UNITS

- 1 CUAACT402 Develop acting techniques for musical theatre
- 2 CUAACT404 Develop specialist acting techniques for musical theatre repertoire
- 3 CUAVOS402 Develop specialist singing techniques for musical theatre repertoire
- 4 CUSMPF410 Perform music from written notation
- 5 CUSMPF407 Develop Vocal Techniques
- 6 CUAPRF504 Refine musical theatre techniques
- 7 CUAMPF605 Develop advanced vocal techniques
- 8 CUAPRF601 Extend musical theatre performance techniques to a professional level
- 9 PERMTH601A Extend aural skills specific to musical theatre to a professional level
- 10 PERSNG603A Perform song repertoire specific to musical theatre a professional level
- 11 PERACT602A Extend Acting Techniques for Musical Theatre to a professional level

AND ONE OF THE FOLLOWING

CUADAN306 Increase depth of ballet dance technique

TUTORS & STAFF

Eilannin Harris-Black | **COURSE DIRECTOR**

Master of Arts in Music Theatre - Royal Central School of Speech and Drama (London)

Diploma of Musical Theatre - Brent Street Studios

Diploma of Dance - Hunter Institute

Diploma of Music (Music Theatre) - Australian Institute of Music

Advanced Diploma of Arts

Diploma of Management

Diploma of Business

Diploma of Business Administration

Certificate IV in Training & Assessment

Certificate IV in Legal Services

Credits Include:

Nine (StageArt, Dir. Mikey Ralph), *Chicago* (Windmill Theatre Company), *Lysistrata* (Royal Central School of Speech and Drama), *Urinetown* (Dir. Neil Gooding)

Jonathon Harris-Black | **COURSE COORDINATOR**

Advanced Diploma of Performing Arts (Musical Theatre) and (Commercial Dance)

Diploma of Musical Theatre

Diploma of Dance (Elite Performance)

Diploma of Business Administration

Certificate IV of Interactive Digital Media

Credits Include:

Il Viaggio a Reims (Opera Australia), *SOS: The Australian ABBA Tribute Show* (Westside Talent), *Titanic Theatre Restaurant*, *Geli* (Globe Players), *Urinetown* (Faux Pas Productions)

TUTORS & INDUSTRY EXPERTS

Joti Gore	Lauren McKenna	Benjamin Curé
Luke Alleva	Erin Kennedy	Eden Read
Sarahlouise Younger	Louis Lucente	Stephanie Clare-Cover
Alister Smith	Lisa Dallinger	Courtney Glass
James Millar	Dominic Steele	David Butler
Owen James	David Youngs	Will Centurion

TERM DATES

*PLEASE NOTE THAT THEATRE BLACKS CLASSES RUN ON ALL PUBLIC HOLIDAYS
WITHOUT EXCEPTION*

2021

Term 1: 2 February to 11 April

Term 2: 20 April to 27 June

Term 3: 13 July to 19 September

Term 4: 5 October to 12 December

2022

Term 1: 1 February to 10 April

Term 2: 26 April to 3 July

Term 3: 12 July to 18 September

Term 4: 4 October to 11 December

2023

Term 1: 31 January to 9 April

Term 2: 25 April to 2 July

Term 3: 11 July to 17 September

Term 4: 3 October to 10 December

POLICIES & PROCEDURES

Welcome to Theatre Blacks!

General Student Information

COMMUNICATION

Our aim is to keep communication between admin and students as clear and efficient as possible. If you have a question please email us at info@theatreblacks.com.

We are here to help! If you are unsure of something, you are most likely not the only one - so speak up!

If a student has a concern, they should email info@theatreblacks.com and arrange a consultation time with the Course Director.

TRELLO BOARDS

All Students will have access to an online platform known as a Trello Board, which contains all of their course materials and class handouts. This Trello Board will be shared with you prior to course commencement, so please check your emails regularly.

PRACTICE VIDEOS

Practice videos of choreography learned in class will be made by Theatre Blacks and posted to the Trello board. These videos are not to be shared publicly **WITHOUT EXCEPTION**. Sharing of these practice videos without the written permission of Theatre Blacks may result in removal from your course.

Please see our strict Mobile Phone Policy

Attendance & Absences

ATTENDANCE REQUIREMENTS

Students are expected to maintain a 90% attendance rate - this means students can miss a maximum of 3 days per term before they are issued with a formal warning.

Compulsory attendance is required on the following days each term:

- 1) The first Tuesday of every Term (Induction Day)
- 2) Tuesday, Thursday and Sunday Week 8 (Assessment Observation Week)
- 3) Tuesday, Thursday and Sunday Week 9 (Skills Workshops, Mock Audition and Showcase Rehearsal)
- 4) Tuesday, Thursday and Sunday Week 10 (Solo Night and Showcase Week)

Absences to any of the days listed above will only be permitted under truly exceptional circumstances. If a student fails to meet this standard, or if the

teaching staff do not believe the student is making reasonable attempts to meet this standard that student's enrolment may be cancelled, or conditions placed upon their enrolment.

PUNCTUALITY & EARLY DEPARTURE POLICY

Punctuality is an essential part of professionalism. It is also vital to ensure you are completing all necessary activities associated with your course for assessment.

TECHNICAL ABSENCES - LATE POLICY

Students who are fifteen (15) or more minutes late will be allowed to attend class but will be marked as absent for the day. This absence will count towards your attendance rate.

TECHNICAL ABSENCES - EARLY DEPARTURE POLICY

Students who leave class early for any reason will be marked as absent for the day. This absence will count towards your attendance rate.

EXTERNAL PRODUCTIONS & COMPETITIONS POLICY

Theatre Blacks courses involve demanding and intensive training, designed to be feasible around employment. In the interest of maintaining a safe and effective balance for students, participation in productions external to Theatre Blacks is prohibited during the duration of your course without prior approval.

Students who book a show may be asked to defer their enrolment until such time as they have finished the production and are able to fully devote themselves to their training.

Professional engagements, such as corporate gig work, is permitted - so long as this work does not cause you to fall below the attendance requirement, cause you to miss compulsory days, or contribute to your falling behind on preparation for class work.

Competitive activities are permitted - so long as these activities do not cause you to fall below the attendance requirement, cause you to miss compulsory days, or contribute to your falling behind on preparation for class work.

If a student fails to meet this standard, or if the teaching staff do not believe the student is making reasonable attempts to meet this standard, that student's enrolment may be cancelled, or conditions placed upon their enrolment.

FACE MASK POLICY

Students who are feeling "under the weather" are encouraged to wear a face mask in class to prevent contagion to other students and staff. Students with cold and flu symptoms should isolate and obtain a COVID-19 test as soon as possible and are asked not to return to class until a Negative result has been obtained.

It is the responsibility of the student who is absent to catch up on any work missed. It is not the responsibility of teachers to repeat content for an absent student.

Failure to properly keep on top of class content may result in expulsion from your course.

Student Participation

MEANINGFUL COURSE PARTICIPATION POLICY

Students are expected to take reasonable steps towards meaningful participation in course activities and performances. If the teaching staff do not believe a student is making a reasonable attempt to participate successfully in their course the student's enrolment may be cancelled, or conditions placed upon their enrolment.

SOLO REPERTOIRE POLICY

Students are expected to perform pieces from memory, as scheduled in the Solo Repertoire list.

Students who have not prepared the correct song or have not properly learned their material will not be permitted to sing. Swapping set choices between weeks is not permitted. If a student misses a set piece and wants to perform it later they must do so in a self-choice week.

If a student fails to meet this standard or if the teaching staff do not believe the student is making reasonable attempts to meet this standard that student's enrolment may be cancelled, or conditions placed upon their enrolment.

BOOKS DOWN POLICY - ACTING CLASS

Students are expected to be off-book by the deadline set in the term planner. If a student fails to meet this standard or if the teaching staff do not believe the student is making reasonable attempts to meet this standard that student's enrolment may be cancelled, or conditions placed upon their enrolment.

CHOREOGRAPHY POLICY

Students are expected to retain choreography taught in classes and be at performance standard by the end of the term - this is why we provide practice videos for your reference. If you are away from class it is your responsibility to catch up on what you missed in your own time, teachers will not be responsible for "catching you up".

If a student fails to meet this standard or if the teaching staff do not believe the student is making reasonable attempts to meet this standard that student's enrolment may be cancelled, or conditions placed upon their enrolment. Students may also be cut from items if they are not up to a reasonable standard.

MOBILE PHONE POLICY

In order to make the most of our time in the studio, we require that mobile phones be packed away during the entirety of class time - with the exception of meal breaks.

If you have a genuine need to keep your phone on you during class times this must be cleared with the Course Director prior to class. Examples of this include personal emergencies or if the student has children at home.

All necessary rehearsal videos will be made either by the Course Director, Course Coordinator, or your Tutor and made available on Trello for everyone to access.

Phones may be used during ensemble classes to record harmony parts - but for no other function.

GIVE YOURSELF THE OPPORTUNITY AND SPACE TO FOCUS COMPLETELY ON YOUR CLASS AND THE DEVELOPMENT OF YOUR CRAFT.

Breach of this policy may result in a written warning and/or expulsion.

Fee Policies

ENROLMENT FEE LATE PAYMENT POLICY

Upon accepting their place students will be invoiced their enrolment fee. Enrolment fees are important as they help us to cover some of the cost of licensing your course. Students who have not paid their enrolment fee will not be permitted to attend class pending other arrangements being made in writing with the Course Director.

LATE PAYMENT POLICY

Students' monthly course fees are direct-debited on the last day of each calendar month. If the direct debit fails Theatre Blacks reserves the right to deny entry to classes. You will be notified of any such instance.

If a student's fees remain unpaid for a period of time greater than one (1) calendar month they may be asked to leave the course or be required to agree to a payment plan in order to continue their enrolment.

WITHDRAWAL POLICY

If for any reason a student needs to withdraw from their course they are welcome to do so, and even more welcome to return in the future to complete their course should circumstances change.

WITHDRAWAL FEE

Students who withdraw from their course are required to inform Theatre Blacks by email, and thereafter are only required to pay their course fee payment for

that calendar month. (1 x monthly direct debit for part time students, and 2 x fortnightly direct debits for full time students)

For example: a student who withdraws to take on a professional gig on March 1st will still have to pay their monthly course payment for March, the student is also completely welcome to attend that month of classes if they like!

After this there is nothing more to pay until such time as the student chooses to return and pick up where they left off. Re-enrolment will incur a \$100 processing fee.

Communication

REPORTING AN ABSENCE

If you are going to be away or late please email the Course Director at info@theatreblacks.com. Reports of absences from third parties will not be accepted except in the event of a genuine and verifiable emergency or incapacitation.

Your absence may affect activities that the teacher has planned. A lot of our training involves working with partners or in groups, and if you're not going to be there it can create problems for your peers and tutors.

Please note you need to meet attendance requirements of a minimum of 90% attendance for all subjects in order to be marked competent. **This means you can miss a maximum of 3 days per term. If you exceed this you will be issued with an official warning.**

A second warning may result in expulsion from your course.

Students who fail to properly advise of absences or do not meet attendance requirements may face expulsion from the course.

If you have to attend a funeral or attend to urgent emergency family matters, and you know in advance that you will be absent, it's really helpful to us if you let the administration staff know so they can notify your tutor.

INJURY MANAGEMENT

If you have an injury, or have been seeing a health professional to manage an injury or condition please advise Theatre Blacks so that your tutor can accommodate your needs in class activities. A letter from a medical professional is also appreciated to help us understand your condition and accommodate it appropriately. In the interest of safety Theatre Blacks reserves the right to refuse service to a student who goes against medical advice, fails to properly advise of a medical condition or if we have reason to believe class activities will not be safe for the student.

PERSONAL DETAILS AND PRIVACY

If you move house, change email address, or change your phone number, please contact administration and advise of the change as soon as possible. This is really important for our communications with you.

Theatre Blacks takes all reasonable steps to ensure your personal information is safe from misuse, loss, and unauthorized access, alteration or disclosure. Likewise, Theatre Blacks takes all reasonable steps to ensure the security of physical files, computers, networks and communications. When your information is no longer needed, and has been saved for the period set by Commonwealth or State legislation, it will be destroyed, or else personal identifiers will be removed.

Theatre Blacks will only collect personal information that is necessary to carry out legitimate activities. Information will be collected in a legal and just method and shall not, where reasonably possible, be intrusive.

Information submitted to Theatre Blacks, in person, by writing, over the telephone, through interaction with Theatre Blacks's website, or by any other means is collected and used for the purpose it was provided. Unless you specifically request otherwise, Theatre Blacks reserves the right to use that information for other purposes in the interest of the organisation as long as your personal information is not made public.

Theatre Blacks will never sell your information to a third party, nor disclose such information unless required by law or with your explicit permission.

Concerns and Complaints

What to do if...

You feel uncomfortable with something you're doing in class

Theatre Blacks recognises that performer training can be emotionally, physically and mentally challenging for a whole range of reasons. For example, you might read a play that reminds you of previous trauma, or you might be asked to do exercises that are new and unfamiliar to you.

All these things can be challenging and new or different to what you're used to. If you experience discomfort before, during or after any activity which takes place in the course, you should feel free to debrief and discuss your experiences with teachers, the Course Director, or a qualified mental health professional. Performer training is a great personal journey as well as an artistic one, and we want to ensure you are supported through it.

Someone at Theatre Blacks is bothering or harassing you

If someone is bothering you in an ongoing way—you're feeling harassed, irritated, or you're uncomfortable with another person's behaviour at school—you may feel you need to address it. Of course, this is adult education, and you're expected to solve your problems in an adult way, so it is usually appropriate for you to talk to the person concerned first, and work it out between yourselves. (We won't interfere in individual relationships.) You need to ask them to stop the behaviour that bothers you, because the person doing it may interpret silence as some form of consent or acceptance.

But... if your training is being affected by the situation, you're feeling overwhelmed or anxious, or you're just not sure what to do—that is to say, it's becoming hard for you to focus on your studies—you should absolutely consult with your Course Director or Coordinator.

Theatre Blacks management takes these issues very seriously and wants to ensure a safe and friendly educational environment for everybody.

We may be able to help you with:

- Strategies to deal with your problem
- Talking to the other party on your behalf
- Straightening out any miscommunications or misunderstandings that have gotten out of hand
- Smoothing things over in other ways.

In serious circumstances, we may be able to set up a mediation session between you and the offending party to help you work through your issues in an objective way.

Here are some behaviours that will not be tolerated at Theatre Blacks:

Bullying behaviour: repeated, unwanted attention to an individual, which may come in the form of joking, physical touch or abuse, put-downs and humiliating

comments, deliberate exclusion, constant and unwanted messaging, spreading rumours, and rallying others to do the same. Please note that Theatre Blacks also considers the unsolicited correction of other performers as a form of bullying.

Sexual harassment, which includes (but is not limited to):

- Unwanted touching (hugs, kissing, 'wandering hands', other forms of body contact that have not been invited, or even just repeated invitations for physical contact)
- Sexual innuendo
- Sending or sharing sexually explicit or naked photographs by text, email or social media to the victim or others
- Sexual propositions, or repeated requests for dates
- Obscene telephone calls or other forms of messaging
- Wolf whistles
- Derogatory comments based on a person's appearance
- Negative or derogatory comments about a person's sexual orientation or behaviour
- Spreading rumours

Harassment is any behaviour which is unwelcome, offends, humiliates or intimidates the person being harassed. Sexual harassment is the most common form of harassment. It will not be tolerated at Theatre Blacks, and disciplinary action will be taken against any employee or student involved in such behaviour.

If you are the one experiencing harassment and are embarrassed about what is happening, it doesn't mean you won't be taken seriously. It's a good idea to make a written note of any harassment in your diary, including details of dates, times, witnesses, and what you said or felt. This will help us understand and investigate your complaint, and provide evidence we can act on. Be frank and honest with whoever is appointed to investigate your complaint, as this will help us determine the appropriate action to be taken. Theatre Blacks takes these issues very seriously so we will endeavour to help you as best we can.

You or a third party on your behalf behave inappropriately towards another student or staff member

Harassment, intimidation or any kind of violent, threatening or aggressive behaviour towards another student, teacher or other staff member, guest of Theatre Blacks or member of the public on our property may result in the suspension or cancellation of your enrolment, or conditions added to your enrolment.

Decisions are made at the Course Director's discretion, in consultation with affected staff and students. Staff and students must be able to operate in a safe working environment and behaviour of this kind stands in opposition to our ethos at Theatre Blacks, and is not acceptable.

You have a problem with a teacher or tutor, or another member of staff

Sometimes students may experience difficulty relating to a particular teacher or member of staff, or have concerns around something a teacher has asked or said, for instance. If you are experiencing a problem with one of your teachers, or any other staff member for that matter, please get in touch with the Course Coordinator about your concerns, as soon as possible. You *will* be listened to. Advice will be given on how best to deal with the situation, and action will be taken to resolve the problem as required. You can call (0476 904 495) or email info@theatreblacks.com. It is good to deal with these things quickly, when they arise.

You have another kind of complaint or grievance

Theatre Blacks takes all complaints very seriously. If you have a grievance against a staff member, another student, something that is going on at Theatre Blacks, problems with the building or other aspects of the environment, or any other complaint, please bring it to our attention at your earliest opportunity and we will find the appropriate mechanism to resolve each issue.

Anti-Bullying and Respect Policy

All students and staff of Theatre Blacks are expected to treat each other with respect and to not behave in any way that could reasonably be foreseen to impede the smooth running of a class or a student's safe enjoyment of the class. You should at no time feel threatened or disrespected by a tutor or by a fellow student.

Whilst we want to encourage freedom of opinion and you are welcome to ask questions, this should not cross into rudeness, disruption or unnecessarily combative attitudes.

Breaches of this policy include:

- Disrupting class
- Refusing to follow a tutor's reasonable instructions
- Unnecessarily delaying commencement or progression of a class
- Speaking disrespectfully to a tutor or fellow student
- Making unnecessary personal comments
- Verbal insults
- Physical attacks

If a student is found by Theatre Blacks to be in breach of this or any other policy they will be given an initial warning, followed by possible expulsion from their course. Physical attacks will result in immediate expulsion.

This policy extends to gossip and the forming of cliques.

GOSSIP

Gossip is conversation about other people that often contains information or reports that are not confirmed as true. I would challenge you to extend this definition however to information that you know to be true, but is really none of your business or of any benefit to discuss.

We all have opinions and we are entitled to them. However, it is not becoming to anyone as a person or a professional to become known as a gossip.

ASK YOURSELF:

Is it kind?

Is it true?

Is it necessary?

If the answer to any of these is "No", then it's better left unsaid. After all, gossip won't magically make you more talented.

CLIQUES

A clique is a group of people who are tight knit and do not readily let others join them. Whilst it is natural to form a friendship group and have people we naturally bond with more than others, to actively not include people, withhold

information, resources or to treat them with a different level of respect to others benefits no one and is against the spirit that Theatre Blacks seeks to cultivate.

Be kind, you never know who people are going to grow up to be. The person you “clique-out” today could be on the audition panel you apply to five years from now.

Dress Code

HAIR

Long hair must be tied back in a clean and secure ponytail. Long hair is to be in a neat and secure bun for classical technique, acrobatics, and partnerwork. Hair that is too short to be tied back into a bun or ponytail should be pinned back or a headband must be worn.

Students are expected to arrive to class with their hair ready in the appropriate fashion.

In the interest of safety, Tutors have the right to request that a student adjusts the way in which their hair is worn if they deem it to be a safety risk or inappropriate for class.

JEWELLERY

Minimal jewellery is to be worn in class. In the interest of safety, Tutors have the right to request the removal of jewellery or accessories should they perceive it to be a safety risk or inappropriate to class.

CLOTHING

Students must wear black fitted clothing at all times during classes. Clothing must be either all-black (no logos or other colours), or must be Theatre Blacks branded uniforms. Students are permitted to wear socks of any colour or pattern in class.

Pants that cover the knee are not to be worn in Classical Technique class. Knees and elbows must be visible to monitor technique and ensure health and safety.

In the interest of safety, Tutors have the right to request that a student changes their outfit should they perceive it to be a safety risk or inappropriate to class.

KNEE PADS

Students enrolled in the dance course are required to purchase tan coloured knee-pads. Knee pads are recommended for all other students

SHOES

FEMALE PRESENTING STUDENTS

All female-presenting students are required to purchase:

- Ladies Tap Shoes (tan)
- Split-sole Jazz Shoes (tan)
- Split-sole Chorus Heels (tan) *Example: Capezio 2.5" Charlotte Character Shoe*
- Ballet Shoes (pink)

**PLEASE NOTE: No hard-soled chorus/character shoes*

Students may be required to paint their shoes for showcase performances.

MALE PRESENTING STUDENTS

All male-presenting students are required to purchase:

- Male Tap Shoes (black)
- Split-sole Jazz Shoes (black)
- Ballet shoes (black)

Students may be required to paint their shoes for showcase performances.

Male-presenting performers may be required to purchase chorus heels. You will be advised of this at the beginning of the term if a showcase requires the purchase of heels.

NON-BINARY STUDENTS

Students that are not Male-Presenting or Female-Presenting are welcomed at Theatre Blacks, and are encouraged to contact our Course Director or Course Coordinator to discuss Dress Code adjustments.

DANCE COURSE STUDENTS

Additional footwear may be required for contemporary and lyrical classes. These may include foot thongs or foot wraps.

COURSE FEE INFORMATION

CERTIFICATE II COURSES

Enrolment Fee: \$500 (Non-Refundable)
Part-Time Course Fees: \$380 per month, for 6 months

CERTIFICATE IV COURSES

Enrolment Fee: \$1,000 (Non-Refundable)
Part-Time Course Fees: \$380 per month, for 12 months

DIPLOMA COURSES

Enrolment Fee: \$1,000 per year (Non-refundable)
Part-Time Course Fees: \$380 per month, for 24 months
Full-Time Course Fees: \$380 per fortnight, for 28 fortnights

ADVANCED DIPLOMA COURSES

Enrolment Fee: \$1,000 per year (Non-refundable)
Part-Time Course Fees: \$380 per month, for 36 months
Full-Time Course Fees: \$380 per fortnight, for 40 fortnights

COMBINED CERTIFICATE & DIPLOMA COURSES

Enrolment Fee: \$1,500 per year (Non-refundable)

Students may add a second qualification (pending successful application) for an additional \$50 on top of their regular course payment, for the duration of their double course enrolment.

For example, a full-time student with a double enrolment would pay \$430 per fortnight, for the duration of their double course enrolment.

Why do we charge an enrolment fee?

As part of our Auspice partnership we are required to pay licencing fees for each of our students every year. Your enrolment fee also helps to cover other costs such as insurance, class materials and showcase costs such as costume hire, venue hire, equipment hire, staffing costs, accompanist fees, showcase video production (copies of which are provided to students at no extra charge) and all other administrative costs pertaining to the end of semester showcase.

ADDITIONAL FEES

Students are also charged a Costume Hire fee of \$50 per showcase (one showcase per term).

Fee-Help and HECS Assistance

Neither Fee-Help or HECS assistance is available for Theatre Blacks courses. Centrelink entitlements vary from person to person. It is the student's responsibility to confirm their entitlements with Centrelink directly.

ASSESSMENT INFORMATION

Students are assessed in two ways:

- 1) Practical Observations
- 2) Written Assessments (Homework)

OBSERVATION CHECKLISTS

Assessment of practical skills is done through Practical Observation Checklists. This means that we observe your work in class and mark you accordingly over the duration of your course. Formal observations occur during Week 8 of every term. Students are not permitted to be absent from class during this week.

Remember you must maintain 90% attendance to be marked competent.

WRITTEN ASSESSMENTS

Written assessments will be provided to students in hard copy in Week One of Term by email. Submissions will be due on the Sunday one week after the end of the term in which they were provided.

DEADLINE FOR COMPLETION OF WRITTEN ASSESSMENTS

As written assessments are straightforward and students are given over a term to complete them, extensions will **not** be granted. Late submissions will incur a \$50 late fee **without exception**. To avoid this fee students are advised to commence work on their written assessments early.

MARKING

All assessments will be marked as "Competent" or "Not Yet Competent"

If your assessment work is not sufficient to be marked as "Competent" we will provide you with some further guidance and then ask you to resubmit.

If you are unable to successfully complete the assessment after 3 attempts you will be invited to attend a meeting with the Course Director to discuss your progress and alternative assessment/training methods. Please note additional training and assessment after 3 unsuccessful attempts will incur further fees charged at \$50 per hour.

If you feel you are falling behind or worrying about reaching competency

If you are having difficulty completing assessment requirements for any subject, you are welcome to discuss your issues with the relevant teacher. Your teacher may suggest a one-on-one session, resubmission of an assignment, or academic counselling to help you.

If you feel you are falling behind, it is recommended that you also address any underlying causes and seek advice from your teachers, the Course Director, or the Course Coordinator. Consider the following:

- Is your attendance poor, and are you making your training a priority?
- Have you been ill and missed too many lessons to catch up?

- Do you need assistance with time management?
- Do you have a specific factor, such as a disability or impairment, that is causing difficulty?
- Is there a personal situation affecting your training?
- Are you having trouble understanding the subject matter?

'Cause for Concern' Notifications

Students who are not completing assignments, are displaying inappropriate behaviour, are not keeping up with the class, or are not attending class may be issued with a 'Cause for Concern' email. This is equivalent to a formal written warning. This may lead to a meeting between you and a relevant staff member, where you'll discuss what's happening, and come to an agreement about what's needed to get you back on track.

Where students are unwilling or unable to address their progress and work toward competency, tutors may deem the student not yet competent. This may mean a student cannot achieve their qualification.

What to do if you are marked as 'Not Yet Competent'

In our form of training, you can receive two marks: 'Competent' or 'Not Yet Competent'.

In the vocational education sector, 'competence' is said to have occurred where a student has met all the requirements of a unit of competency. The completion of all the units results in the issue of a qualification.

Where a qualification is partially completed, a student may request a 'Statement of Attainment'.

In the event that you are marked 'Not Yet Competent', the following options are open to you:

Resubmission: If you are marked 'not yet competent' (NYC) on an assessment, you are welcome to resubmit your assessment again. Talk to your tutor so that you're clear about what you need to do to be marked 'competent'. You are allowed two additional opportunities to resubmit after the first NYC mark. If you have been given three opportunities and you still can't reach competency, the NYC mark will stand.

Alternative Assessment: An alternative form of re-assessment may be negotiated with your trainer/assessor.

Appeal: You may appeal your grade (see "You feel you have been unfairly marked").

Retain the mark: You accept the mark you have been given. Please be aware that if you have a NYC on your record, you may not be eligible to receive your qualification (but you will be eligible for a Statement of Attainment for the units you have completed successfully).

Re-enrolment: You may opt to re-enrol in the subject at a later date and re-sit the assessment. Fees will apply in this instance at the usual monthly rate.

If you make a non-serious attempt at an assessment, fail to submit/perform an assessment, fail to submit the assessment by the due date, or fail to attend an assessment, you may be charged for a reassessment.

You may also be marked NYC if you are deemed guilty of academic misconduct.

Examples of academic misconduct include:

- Taking unauthorised materials into an assessment
- Having a substitute person sit your examination
- Submitting work as your own, knowing it is the work of another person
- Submitting a falsified medical certificate
- Giving false or dishonest application for exceptional circumstances concerning assessment or absence.
- Plagiarism: when using another writer's words or thoughts, it is ethical to give credit to them. To present someone else's work or ideas as your own is called plagiarism. In effect, it's stealing. Copyright laws protect the intellectual property of the creator of written work, so acknowledgement must be given to the author. You can use other people's ideas to support your assignments, but you must list your sources by using footnotes and bibliographies.
- Collusion: Unless a team project or assignment is indicated, any obvious copying of another student's work will mean disqualification of both students' entire work.

Investigations into alleged academic misconduct are conducted by the Course Coordinator and Head of Studies. Decisions are formulated on the basis of the evidence obtained. Theatre Blacks takes academic misconduct seriously and will take appropriate action where this occurs.

ACADEMIC APPEALS

If you feel you have been unfairly marked

First talk to your tutor about where you might have gone wrong, or what you still need to do to reach competency. If after that conversation you still feel that you have been unfairly marked, you can talk to the Course Coordinator about it, who can arrange for another tutor (or herself) to reassess you. If he or the other tutor comes to the same conclusion, the mark will stand.

All appeals should be made in writing to the Course Coordinator within two weeks of the return of the assessment.

(Appeals lodged more than 14 days after the return of the assessment will only be considered at the Course Coordinator's discretion.)

The Course Coordinator will allocate a suitably qualified person, previously not involved, to review the appeal and their decision will be final. The appeals process must be completed within four weeks of receipt of the written appeal.

You will be informed in writing of the outcome of the appeal. If the appeal decision is that your mark will be altered, your record will be adjusted to include the new mark. If a further reassessment is required, Theatre Blacks will make all

necessary arrangements to conduct the reassessment at a time that is mutually convenient to all parties.

Your appeal outcome will be recorded in the Theatre Blacks administration system and used to review Theatre Blacks' future processes.

COVID-19 POLICIES

Theatre Blacks is committed to the safety of all Staff and Students. To that end, we strive to ensure that all classes and operations are conducted in-line with the relevant restrictions, as provided by the Victorian State Government and Department of Health and Human Services (DHHS).

Staff and Students are expected to follow all relevant Victorian Guidelines, and abide by any and all restrictions as are necessary. This includes the wearing of face-masks when required, and complying with lockdown procedures where imposed by the Victorian State Government.

Staff and Students are also expected to follow all COVIDSafe Policies and Procedures as required by the venue in which they are attending class. This may include the wearing of face-masks, signing a register upon entry and exit, following social-distancing guidelines, and limiting the use of rooms such as the kitchen.

Students are encouraged to consult with the Course Director or Course Coordinator should any policy regarding COVID-19 be unclear, or if classes appear to be conducted contrary to public health advice and restrictions.

Students have the right to express any concerns they may have about their safety. This may be done at any time, and concerns can be expressed in private with the Course Director or Course Coordinator. All concerns expressed in private will be kept confidential. In the event that a student is not comfortable with choreography or class activities that require physical touch, Staff will ensure that alternative options are provided.

In the event that a student or staff member displays symptoms of COVID-19, they are to be directed to a testing facility and not to attend class or campus until they receive a negative result. Any absence from class as a result of this policy will **not** be counted against the official 90% attendance requirement.

In the event of a partial or full lockdown, Theatre Blacks classes will be provided in an online capacity for all students. Should any student be unwilling or unable to proceed with classes during a lockdown period, they should contact the Course Director or Course Coordinator to discuss their options.